

1 AUG 2000

From: Central Technical Publications Librarian (CTPL)

To: 200 Workcenter SupervisorVia: 200 Division OfficerSubj: COMPLETION OF TRAINING FOR QUALIFICATION AS A DISPERSED TECHNICAL  
PUBLICATIONS LIBRARIAN FOR U.R. SUPERSTAR

(Rate / Name)

## 1. On-the-job training:

CTPL Signature/Date

## a. Review the following references:

(1) OPNAVINST 4790.2 (Vol 1)

J.M. Cool 26 Feb 01

(2) SECNAVINST 5510.36

J.M. Cool 26 Feb 01

(3) NAVAIR 00-25-100 (WPs 019, 020, 021, 022, and 023)

J.M. Cool 26 Feb 01

(4) NATEC TPL Computer Program Reports

J.M. Cool 26 Feb 01

## b. Discuss each of the following publications:

(1) MRC

J.M. Cool 26 Feb 01

(2) Local MRC

J.M. Cool 26 Feb 01

(3) IPB

J.M. Cool 26 Feb 01

(4) MIM

J.M. Cool 26 Feb 01

(5) PMIC

J.M. Cool 26 Feb 01

## c. Process CECR parts 1 &amp; 2 in accordance with NAVAIR 00-25-100

J.M. Cool 26 Feb 01d. Discuss time limits and procedures for incorporating revisions and  
Interim Rapid Action Changes.J.M. Cool 26 Feb 01

## e. Discuss publication arrangement and labeling within the DTPL.

J.M. Cool 26 Feb 01

## f. State purpose for Technical Publications Deficiency Report (TPDR)

J.M. Cool 26 Feb 01

## g. Demonstrate procedures for completion and submission of a TPDR

J.M. Cool 26 Feb 01

## h. State the purpose of a DTPL quarterly audit.

J.M. Cool 26 Feb 01

## i. Discuss viable corrective action for audit results.

J.M. Cool 26 Feb 01

## j. Discuss procedures for correcting material condition of pubs.

J.M. Cool 26 Feb 01

## k. Discuss reference information maintained in CTPL transaction file

J.M. Cool 26 Feb 01

Figure 2. Dispersed Technical Publications Librarian Indoctrination Syllabus

(Sheet 1 of 2)